



# **Student Employment - JobX**

**“New” Resume Upload Feature**

**August 2010**



## Resume Upload – Student Process



## Welcome to Student Employment!



### Important Information

**More Than Just Our Look Has Changed:**

As part of an electronic initiative, this site now includes increased functionality for students and employers alike. We invite you to begin a new experience with us.

**Job Listings Now Available:**

To search the listings now, [click here](#).

### Students

Search for a job or sign up for e-mail notification about positions you're interested in. Enter time and submit your timesheets.

### On-Campus Employers

Post available positions, review applications, and hire student employees. Manage student timesheets. Employment guidelines and required documents are at your fingertips.

### Off-Campus Employers

Off-campus employers may post job opportunities for students. Non-profit community service employers may submit an application to participate in the Federal Work-Study Off-Campus Program.

1. Navigate to your institution's JobX site
2. Click 'Students'

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## Federal Work-Study Resource Page

### Job Seekers

#### Federal Work Study Orientation

You must view this orientation information before accepting your first FWS assignment as a Sample Institution student.

#### Forms and Information

Download all the required NOVA forms here.

#### Find a Job

Conduct either quick or advanced searches for available jobs. Submit an online job application!

#### Sign up for JobMail

Be the first to know when jobs matching your criteria become available.

### Current Employees

#### 2010-2011 Payroll Schedule

Check your timesheet due dates and the dates your checks will be issued.

#### Frequently Asked Questions

Learn more about how the FWS Program works.

#### Sign up for Direct Deposit today!

Have your FWS check electronically deposited into your personal checking or savings account.

#### On-Campus Student Employee's Information

Review the On-Campus Student Employee Disclaimer, Non-Discrimination Policy, Student Employee Definition, and other important On-Campus employment details.

#### Off-Campus Student Employee's Information

Review the Off-Campus Student Employee Disclaimer, Non-Discrimination Policy, Student Employee Definition, and other

1. Click 'Find for A Job'

## Quick Search: A search containing pre-defined criteria

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### Find A Job i

Quick Search    Advanced Search

**Select a quick search.**

[Off Campus Work Study Jobs](#)                      [Show All Active Jobs](#)

[On Campus Work Study Jobs](#)                      [25 Most Recently Posted Jobs](#)

[Alexandria Jobs](#)    [Annandale Jobs](#)

[Loudoun Jobs](#)    [Manassas Jobs](#)

[MEC Jobs](#)    [Woodbridge Jobs](#)

<u>Data Bank of available jobs</u>	# of Jobs	# of Openings	# of Employers
:: On-Campus FWS Jobs	4	12	3
:: Off-Campus FWS Jobs	1	5	1
:: Total	5	17	4

1. Click the specific 'Quick Search' you would like to utilize to find a job.
2. Otherwise, click 'Advanced Search' to define your own criteria

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On Campus Work Study Jobs

Job Title	Employer	Category
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Federal Work-Study (FWS) positions are available only to students who have filed a FAFSA and have been awarded FWS. To check your FWS eligibility, log in to your NOVACONnect account. If you see FWS on your award and wish to work, accept the FWS and establish a log in at <https://nvcc.studentemployment.ngwebsolutions.com>. Follow the directions to pursue a FWS job.

If you wish to work and did not receive an award, you must either have remaining financial need after all aid is considered or be willing to cancel a loan to establish need. Contact the College Financial Aid Office at [finaidhelp@nvcc.edu](mailto:finaidhelp@nvcc.edu) or talk with your Campus Financial Aid Representative to be considered for a FWS award.

FWS awards are offers only; jobs are not guaranteed. A student with a FWS award must seek a position and be hired by a supervisor. All NOVA FWS students must complete all required forms and be attending each term at least half-time (6 credits or more). Other requirements apply and are noted within the FWS Handbook.

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Show All Active Jobs

Job Title	Wage	Employer	Category
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On-Campus FWS Jobs

Job Title	Wage	Employer	Category
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<a href="#">Filing</a>	\$7.25/hour	Financial Aid Dist Off/Awards	Clerical
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<a href="#">Financial Aid Tests</a>	\$7.25/hour	Financial Aid Dist Off/Awards	Clerical
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<a href="#">test1</a>	\$7.25/hour	Student Employment Office	Assistant
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<a href="#">test1</a>	\$7.25/hour	Business Office	Clerical
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<a href="#">test 070610</a>	\$7.25/hour	Student Employment Office	Assistant
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<a href="#">TEST JOB</a>	\$12.00/hour	Student Employment Office	Clerical
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[ Run a New Search ]

1. In order to view all available jobs, you will need to click the “I agree” button after reviewing the Job Disclaimer.
2. Click the Job Title to view details
3. For help, click the ‘i’
4. To start another search, click ‘Run a New Search’, located under the search results

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### Job Details

[\[Return to search results\]](#)

test 070610	
<a href="#">Click here to apply for this job</a>	
Job ID	4228
Job Type	On-Campus FWS Jobs
Employer	Student Employment Office
Date Posted	Jul 06, 2010
Category	Assistant
Job Description	test
Job Requirements	test
Available Openings	4
Campus Id	East
Academic Year	2010
Hours	10.0 hours per week
Hourly Rate	\$7.25/hour
Contact Name	Taige Test
Contact Email	N/A
Work Location	N/A
Phone	N/A

1. Click the 'Click here to apply for this job' link
2. To return to the search results, click 'Return to search results'
3. To view additional help information, click the 'i'

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Enter the information below to continue

Institutional Student ID

- 1. If your institution utilizes the “new” Application Validation JobX feature, the student will enter their “Student Id” and click “Check for Award”. If not, please proceed to the next slide.**
- 2. If the Student has been awarded and accepted a Federal Work Study award, they will be allowed to apply for the job. Otherwise, they will not be allowed to apply for the job.**





**Apply To Job**

For: test 070610

Please complete the application below, then click the "Submit Application" button to apply for this job. A red asterisk will appear next to fields that are required but have not been entered.

**Review this application carefully before you submit it. You will not have an opportunity to revise your answers once they are submitted.**

1. First Name	<input type="text"/>
2. Middle Name	<input type="text"/>
3. Last Name	<input type="text"/>
4. E-mail Address	<input type="text"/>
5. Student ID	<input type="text"/>

Submit Application

- 
1. The Student will complete the questions on the application
  2. Click on the 'Submit Application' button

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## Add A Resume to your Application.

You may choose to add a resume to your application. Click browse below to find the file on your computer. Then click **Submit** to send the file

Resume Document to Upload. (Word, PDF, or textfile)

C:\Sample\_Resume.pc

- or if you do not wish to upload your resume, please click NEXT to continue.

1. If the Student wishes to upload a resume for the employer to review, please browse to that file on your computer, click 'Submit', then click 'Next'.
2. If the Student does NOT wish to upload a resume, just click the 'Next' button.

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**Congratulations!** Your application has been submitted.

[\[View Printable Version\]](#)

Application Date: 07/27/2010

**1. First Name**

Test

**2. Middle Name**

**3. Last Name**

Student

**4. E-mail Address**

test.student@valenciacc.edu

**5. Student ID**

V01234567

test 070610

Job ID

4228

Job Type

On-Campus FWS Jobs

Date Posted

Jul 26, 2010

**To print your application, click 'View Printable Version'**

[\[ Print This Window \]](#)   [\[ Close This Window \]](#)

Application Date: 10/22/2007

<b>1. First Name</b>
Tim
<b>2. Middle Name</b>
<b>3. Last Name</b>
Pettus
<b>4. E-mail Address</b>
pettusta@gmail.com
<b>5. Student ID</b>
tp5596237
<b>6. Would you consider speaking at information sessions?</b>
Yes

**Click 'Print This Window'**

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**Congratulations!** Your application has been submitted.

[\[View Printable Version\]](#)

Application Date: 07/27/2010

**1. First Name**

Test

**2. Middle Name**

**3. Last Name**

Student

**4. E-mail Address**

test.student@valenciaccc.edu

**5. Student ID**

V01234567

test 070610

Job ID

4228

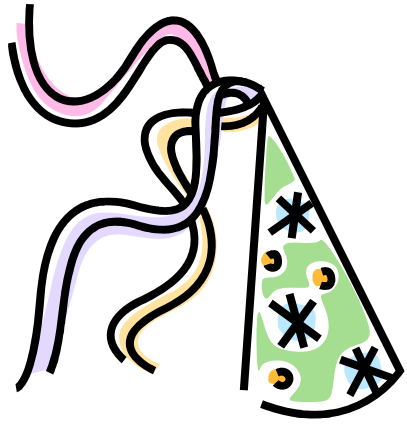
Job Type

On-Campus FWS Jobs

Date Received

07/27/2010

To continue without printing, click 'Student Employment Home' on the NavBar



**CONGRATULATIONS!**  
**Your Student's resume can now be reviewed by the Employer for this job!**



## Resume Upload – Employer Process





Welcome, Taige Test  
Thursday, July 22, 2010

**Filter Employers:**

Show Jobs From All My Employers

To add a job, please select an employer.

:: CURRENTLY LISTED JOBS

Student Services

Ref# 4234	test	<a href="#">Manage Job</a>	<a href="#">View Applicants (1) (1 New)</a>	Listed: 7/22/2010
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:: Review Mode Jobs

No jobs are currently in review mode.

1. After logging into JobX, locate a job
2. Click on 'View Applications' next to the job that has on-line applicants.



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[System Admin Home](#)

[JobX Admin Home](#)

[Job Control Panel](#)

[Review Student Resumes](#)

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[ [Edit this Nav Bar](#) ]

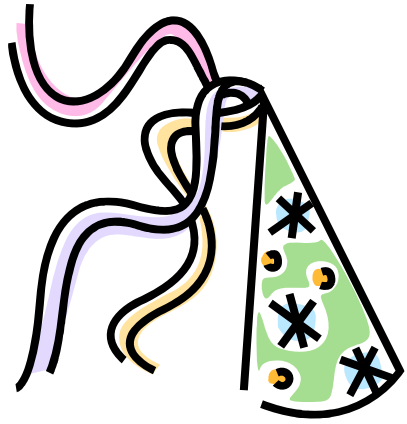
### View Job Applications - Financial Aid Dist Off/Awards - Answering phones

The list below contains all applications that have been received for this job. You may view an application by clicking either Preview or View. Preview allows you to view the application without affecting the "New!" status. View removes the "New!" status.

E-mail Applicants: [Greeting](#) [Rejection](#)

Applications										
	<a href="#">App Date</a>	<a href="#">Last Name</a>	<a href="#">First Name</a>	<a href="#">E-mail</a>	<a href="#">Preview</a>	<a href="#">View</a>	<a href="#">Hire</a>	<a href="#">Resume</a>		
New!	07-27-2010	Student	Test	test	<a href="#">Preview</a>	<a href="#">View</a>	<a href="#">Hire</a>	Resume		

1. Click 'View' next to the student's name to review the application.
2. If the student has provided a resume, click on the "Resume" link next to their name.
3. If the student has not provided a resume, 'Not Applicable' or N/A will be present in this field.
4. **Important Note: Next Gen runs each resume through a virus scan to ensure no viruses exist within the file being uploaded.**



**CONGRATULATIONS!**  
Thanks to the “New” JobX Resume Upload feature, your Employers’ have access to resume data and can more effectively select the best candidate(s) for their job(s).

